



DEPARTMENT OF THE ARMY  
284TH BASE SUPPORT BATTALION  
UNIT 20911  
APO AE 09169-0001

AETV-GSN-ADJ

5 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 18, Overseas Tour Extension Policy for US Civilian Employees

1. References;

- a. DoD CPM 1400.25-M, Sub-chap 1230, Employment in Foreign Areas.
- b. USAREUR Supplement 1 to AR 690-300.301, Overseas Employment.

2. The DoD policy on overseas tours for DoD civilian employees requires that overseas tours be limited to five years. Tour extensions beyond the five-year limit are designed to provide management flexibility to meet defined mission requirements that cannot otherwise be met and can be granted according to DoD criteria. It is also intended to provide personal and career-development opportunities, and is linked to various other DoD programs (reemployment rights, Priority Placement Program, and overseas allowances and benefits).

3. Initial overseas tours normally are 3 years for DoD civilian employees. Employees completing an initial overseas tour may have their tours extended for up to 24 months. Tour extensions may be approved by the Battalion Commander. Tours may be extended beyond 5 years for particularly urgent and unique organizational needs, but must be consistent with DoD criteria. Tour extensions beyond 5 years may be approved by the Area Support Group Commander. Tour limitations do not apply to employees who are family members or employees who have been exempted from rotation.

4. Directors will consider extension requests on a case-by-case basis and ensure that requests for extension decisions are consistent with DoD criteria and the policy in this memorandum. Guidance for making tour-extension decisions can be found in 1.b, at appendix G.

5. Point of contact for this CPL is Mr. John Miller, Adjutant, DSN 343-8996.

Encl  
Processing Flowchart

  
BART U. SHREVE  
LTC, SF  
Commanding

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